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DD/S 70-2625

2 5 JUN 1970

MEMORANDUM FOR: Director of Security

SUBJECT   : Agency Automatic Data Processing

1. E. H. Knoche submitted a memorandum to the Executive
Director on 25 May 1970 when he relinquished his post as Chairman of
the Information Processing Board. In that memorandum there were
several comments which will be of interest to the Office of Security, one
of which is paragraph 5, which I will quote below, and a list of problem
areas for the Information Processing Board, a copy of which is attached.

> "5. I have already outlined in earlier documents and
> briefings the main problems I think we confront in the ADP
> field. A brief summary of these problems is attached as Tab
> A. Among the larger issues are the ones of security (how to
> insure that we keep our security provisos realistic and do not
> incur needless expense in a fruitless chase after total security
> and single-purpose computers); Community arrangement (how
> to insure that the Agency plays a constructive and innovative
> role in evolving Community ADP relationships beyond COINS into
> something worthwhile); the next generation of ADP acquisitions
> (should these be more bigger and faster machines or small
> individualized pieces?); and development of an ADP plan (complete
> with trends, thoughts, goals, objectives, and actions for each
> component). All of these are difficult to deal with. Perhaps the
> most important of these at this stage of the game is the need to
> develop an Agency ADP plan. We are in high need of an agreed
> backdrop against which to compare individual ADP proposals."

2. I ask that you give special attention to qualifications and experience
of your Security staff that is dealing with ADP application and passing Security

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downgrading and
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judgments thereon. I am sure they are highly competent but in this expensive program I feel that they should be experts. As I think you can visualize, the Security judgments may have effects that can be extremely costly in the form of dollars and may be restrictive on the accelerated development of our program. If the Security dangers are valid then, of course, Security control measures must be invoked. On the other hand, Security controls must be balanced through discretion, judgment and overall impact based upon expert knowledge in the computer field which would permit reasonable adaptations and preventive measures. If these officers in your judgment do not have sufficient in-depth knowledge I recommend that you have them take the necessary courses inside the Agency, the Government or academic institutions necessary to bring their knowledge of this field up to a high level. Recognition of their expert qualifications by the various officials working in the ADP field will go a long way towards assuring that the voice of Security is heard and acknowledged on grounds of expert judgment.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support
SIGNED R. L. Bannerman

Att: Problem Areas for the IPB

DD/S:RLB:llc (25 June 1970)
Distribution:
   O - Addressee w/xcy att
   1 - DD/S Subject w/att and ref report
   1 - DD/S Chrono
   1 - C/SSS (26 June 70)

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Next 1 Page(s) In Document Exempt

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DRAFT

MEMORANDUM FOR: Mr. Coffey

1. I came away from our Tuesday session with a feeling that
we had talked around a myriad of problems without identifying any of
them concretely enough to permit them to be met head on.   Essentially
there are:

      a.   communication problems:

          Between DD/S and Office Directors

          Between Task Force and DD/S

          Between Office Directors and their subordinates

          Between Task Force and Office Directors

          Between Task Force and subordinates to Office
          Directors

      b.   People problems

          Relationship of Support Personnel with their career
          services

          Friction between Support Personnel and OCS personnel

          Promotional policies and practices of OCS and
          Support career services

          Attitudes of OCS and Support people toward the project
          and toward each other

          Allegations of inept management at subordiante Task
          Force levels.

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2. Suggested Actions:

    a. Communications Problems

        (1) Task Force ⬚ meet with Mr. Bannerman   25X1

        to identify the problem of his communication with the

        Office Directors and provide Mr. Bannerman with guidance

        he can use in meeting with Office Directors.

        (2) Mr. Bannerman to meet with Office Directors in

        selected groups or individually to get from them what they

        think DD/S expects from SIPS and what they expect from SIPS

        (3) Mr. Coffey, Mr. ⬚ to meet   25X1

        with Office Directors and selected subordinates at

        regularly scheduled intervals and ad hoc as problems

        arise to report progress and identify and solve problems.

    b. People Problems

        (1) Mr. Coffey to meet with Mr. ⬚ to get his   25X1

        assessment of SIPS and all of its problems; discuss

        with Mr. ⬚ our assessment of SIPS and its problems;

        (2) Specific points of friction between OCS and DD/S

        personnel be identified and action be taken to reassign

        people as indicated - this means OCS people primarily

        because I believe we have already acted on DD/S people

        who have been problems;

(3) Mr. Coffey to make unscheduled, unannounced and
unescorted walks through Task Force working areas.

(4) Mr. Coffey to call for private informal chats
with senior members of each of the teams: [   ] 25X1
[   ] to get their assessment
of the SIPS problems and their recommendations for
dealing with them

(5) Mr. Coffey to call for a private chat with a
group of junior officers representing OCS and DD/S
and a cross section of the Task Force Teams to get
their assessment of the SIPS problems and ideas
about how to deal with them.

3.   The question of how to deal with the IG recommendation is
not answered directly by any of the actions suggested. The I.G. has
recommended the specific action he feels should be taken i.e. Heads of
Support Career Services discuss careers with members of their career
services. If this is done, it is hard for me to see how it could go
beyond re-assurances that the people have not and will not be overlooked.
Long term careers in information processing cannot be discussed until
we have decided what the information processing role is going to be in
the Support Directorate and how we are going to organize to fulfill it.
You have a paper now that presents a concept for DD/S Information Pro-
cessing. Some concept whether it is this one or another has to be
adopted by DD/S and the Support Offices before conversations with

people can go beyond the reassurance stage. Perhaps we should send

the I.G. recommendation to the Offices asking them to talk to their

people and give them reassurances but to avoid discussing the future

in Information Processing until we have an agreed upon concept and

the report we hope to get from [   ]   25X

RHW

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18 JUN 1970

DD/S 70-2272

MEMORANDUM FOR: Director of Logistics

SUBJECT : Inspector General's Survey of the Office
of Computer Services

1. Attached is an extract from subject survey concerning Recommendation
No. 13:

"That the DDS arrange for a thorough study of OCS space
needs and, upon completion, take whatever action possible to
satisfy the needs."

Please review the OCS situation, identify significant deficiencies and suggest
possible solutions.

2. The Executive Director-Comptroller has requested a reply from DDS
on this recommendation by mid-July.
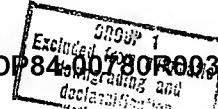
SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Attachment

X1 SOS -DD/S:[   ] (2 June 70)
X1 Retyped: SOS-DD/S:[   ] (15 June 70)
Distribution:
  Orig - Addressee w/xerox Att.
    1 - DD/S Subject w/Att.
    1 - DD/S Chrono w/o Att.
    1 - SOS Chrono w/Att.
    1 - Chief, SSS, w/Att.

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DD/S 70-2271

18 JUN 1970

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security

SUBJECT : Inspector General's Survey of the Office of
Computer Services

1. Attached is an extract from subject survey concerning Recommendation No. 3:

"That the Director of the SIPS Task Force and the heads of the DDS Career Services concerned arrange for counseling with each DDS detailee with a view to assuring the best possible long-range utilization of the individual, both from his standpoint and that of the Agency."

2. Prior to any counseling sessions with your careerists, concerning which we will be in further communication, I would appreciate your advising by 1 July 1970 the manner in which you are handling your careerists who are assigned to the SIPS Task Force — frequency and level of contact, career counseling and planning with them, competitive promotion discussions, continuing identification with parent office/career service, etc.

3. The Executive Director-Comptroller has requested a reply on this recommendation by mid-July.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Att
X1

SOS-DD/S [ ] (15 June 70)
Rewritten: ADD/S:JWC/ms (18 June 70)
Distribution: 1 - Chief, SSS, w/Att
    Orig - D/CO, w/Att   1 - DD/S Subject, w/Att & Background
        1 - Ea Other Adse, w/Att   1 - DD/S Chrono
        1 - SOS Chrono, w/Att